



Rizzetta & Company

# Long Lake Ranch Community Development District

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**Board of Supervisors'  
Regular Meeting  
January 3, 2019**

**District Office:  
9428 Camden Field Parkway  
Riverview, FL 33578  
813-533-2950**

[www.longlakeranchcdd.org](http://www.longlakeranchcdd.org)

# **LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT AGENDA**

At the Long Lake Ranch Amenity Center located at 19037 Long Lake Ranch Blvd, Lutz, FL  
33558

<b>District Board of Supervisors</b>	James Koford Betty Valenti Stephen Bennett William Pellan Andrew Kimpland	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Counsel</b>	Tucker Mackie	Hopping, Green & Sams, P.A.
<b>District Engineer</b>	Edwin Rogers	Heidt Design, Inc.

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

Board of Supervisors  
Long Lake Ranch Community  
Development District

December 28, 2018

**REVISED AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of Long Lake Ranch Community Development District will be held on **Thursday, January 3, 2018 at 2:00 p.m.** at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558. The following is the tentative agenda for the meeting.

**CALL TO ORDER/ROLL CALL**

**1. AUDIENCE COMMENTS ON AGENDA ITEMS**

**2. BUSINESS ADMINISTRATION**

- A. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on December 6, 2018.....Tab 1
- B. Consideration of the Operation and Maintenance Expenditures for November 2018.....Tab 2
- C. Ratification of Change Order, if any

**4. BUSINESS ITEMS**

- A. Presentation of Field Inspection Report .....Tab 3
- B. Consideration of Landscape Proposals .....Tab 4
- C. Consideration of Resolution 2019-06, Designating Assistant Secretary .....Tab 5
- D. Consideration of Engineering Services Amendment.....Tab 6
- E. Consideration of Park Bench Proposal .....Tab 7
- F. Consideration of Proposal for Electric Work .....Tab 8
- G. Consideration of Idea Lab Vendor Agreement .....Tab 9
- H. Consideration of Pest Control Proposal .....Tab 10

**5. STAFF REPORTS**

- A. District Counsel
- B. District Engineer
- C. Clubhouse Manager
  - 1. Presentation of Operations Report .....Tab 11
- D. District Manager

**6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**

**7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 533-2950.

Sincerely,  
*Bryan Radcliff*  
Bryan Radcliff  
District Manager

# Tab 1

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Long Lake Ranch Community Development District was held on **Thursday, December 6, 2018 at 2:00 p.m.**, at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.

**Present and Constituting a Quorum:**

James Koford	<b>Board Supervisor, Chairman</b>
Betty Valenti	<b>Board Supervisor, Vice Chairman</b>
Bill Pellan	<b>Board Supervisor, Assistant Secretary</b>
Andrew Kimpland	<b>Board Supervisor, Assistant Secretary</b>

**Also Present Were:**

Joe Roethke	<b>Regional District Manager; Rizzetta &amp; Co, Inc.</b>
Bryan Radcliff	<b>District Manager; Rizzetta &amp; Co, Inc.</b>
Tucker Mackie	<b>District Counsel, Hopping Green &amp; Sams</b>
Lara Bartholomew	<b>District Engineer, Heidt Design</b>
Scott Green	<b>Field Services Manager, Rizzetta &amp; Co, Inc.</b>
Brian Mahar	<b>Yellowstone</b>
Susan Cali	<b>Clubhouse Manager</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Roethke called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident asked questions about work on Sunlake Blvd. including sod install, sidewalk damage, and monitoring of conditions.

A resident asked a question about bingo and ornamental grass sightline issue.

A resident asked about holiday lighting.

A resident asked about holiday light issues.

A resident asked about wind damage to landscaping.

**THIRD ORDER OF BUSINESS**

**Administer Oath of Elected Supervisors**

47 Mr. Roethke administered Oath of office to Mr. Kimpland. Mr. Roethke informed Mr.  
48 Kimpland that as a Board Supervisor he is entitled to compensation of \$200 per meeting, up  
49 to an annual maximum of \$4,800.00. Mr. Kimpland denied compensation. Ms. Mackie  
50 reviewed Sunshine Laws, ethics laws, and public records requirements with Mr. Kimpland.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of The Board  
of Supervisors' Regular Meeting held on  
November 1, 2018**

On a motion by Ms. Valenti, seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved the meeting minutes for the Board of Supervisors' regular meeting held on November 1, 2018, as amended for Long Lake Ranch Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of the board of  
Supervisors' Landowner Meeting held  
on November 1, 2018**

On a motion by Ms. Valenti, seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the meeting minutes for the Board of Supervisors' Landowner meeting held on November 1, 2018 for Long Lake Ranch Community Development District.

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**SIXTH ORDER OF BUSINESS**

**Consideration of the Operation and  
Maintenance Expenditures for October  
2018**

On a motion by Mr. Koford seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for October 2018 (\$78,429.88) for Long Lake Ranch Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Presentation of Field Inspection Report**

Mr. Green reviewed the field inspection report with the Board. Mr. Mahar provided responses on several items within the report. Ms. Bartholomew discussed line-of-sight issues in several locations. The Board would like options for plant removals and replacements in these areas. Mr. Mahar will provide some proposals for this at the next meeting. There were questions about dead palms at Foxtail and pond ruts. Mr. Mahar will look into these issues.

*(Mr. Green and Mr. Mahar left at 6:20 p.m.)*

**EIGHTH ORDER OF BUSINESS**

**Consideration of Park Bench Proposal**

82  
83 Mr. Roethke Presented park Bench proposals and Ms. Cali reviewed the details of these  
84 proposals with the Board. The Board tabled these proposals and would like to see costs for  
85 installing these benches on concrete slabs. Ms. Cali will work on this for the next meeting.

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87 **NINTH ORDER OF BUSINESS** **Consideration of Bridge Sealing**

88  
89 Mr. Radcliff presented proposals for bridge sealing to the Board. The Board would also like to  
90 see a quote for sealing the dock on the large lake behind the clubhouse. Mr. Radcliff will  
91 request an updated proposal for this.

On a motion by Ms. Valenti seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the proposal from Munyan for Bridge sealing at a not-to-exceed amount of \$7,500.00 which includes dock sealing for Long Lake Ranch Community Development District.

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94 **TENTH ORDER OF BUSINESS** **Review of Current Arbitrage Series 2015**  
95 **A-1, A-2 Report**

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97 Mr. Roethke presented the Arbitrage report for series 2015 a-1 and 2015 A-2 and noted  
98 that there is no arbitrage liability at this time.

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100 **ELEVENTH ORDER OF BUSINESS** **Foxtail Parking and Towing**

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102 Mr. Radcliff presented a towing agreement and signage to the Board. A discussion  
103 ensued. The Board requested that the Foxtail Neighborhood Committee should provide a  
104 recommendation as to how they would like the parking and towing issues in Foxtail to be  
105 handled by the CDD. The Board would like to move forward with towing enforcement at the  
106 main amenity area starting on January 1<sup>st</sup>, 2019.

On a motion by Mr. Koford seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved towing agreement with Crockett's Towing and Transport, pending addendum to be drafted by district counsel and notification be given to the residents via blast email and snipe signage for Long Lake Ranch Community Development District.

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109 **TWELFTH ORDER OF BUSINESS** **Consideration of Proposal for Electric**  
110 **Upgrades**

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112 Mr. Radcliff presented a proposal for electric upgrades and Ms. Cali reviewed the details of  
113 this proposal with the Board. There are some questions that need to be clarified by the  
114 vendor, so this proposal will be revised and brought back to the next meeting.

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118 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Golf Cart Proposals**

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120 Mr. Roethke presented proposals for golf carts and Ms. Cali reviewed the details of these  
121 proposals with the Board. The Board discussed possible locations to store the golf cart,  
122 which included the pavilion and the dumpster area. Ms. Bartholomew will look into these  
123 options. The Board also requested to see options for golf cart leases.  
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125 **FOURTEENTH ORDER OF BUSINESS**                      **Staff Reports**

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- 127        A.     District Counsel  
128             Ms. Mackie updated the Board on the possibility of allowing a bingo game to take  
129             place on CDD property. This could be a possibility if there is a 501c not-for-profit  
130             entity that the District could lease the space to in order to hold the bingo events  
131             at the CDD clubhouse. The HOA will be working on this item.  
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- 133        B.     District Engineer  
134             Ms. Bartholomew updated the Board on the status of the sod install behind  
135             Roseate Dr., which is in process. Mr. Bartholomew also updated the Board on  
136             sign installation, basketball court resurfacing, and the bond releases of certain  
137             roadways to the county.  
138
- 139        C.     Clubhouse Manager  
140             Ms. Cali presented the clubhouse Management Report to the Board.  
141
- 142        D.     District Manager  
143             Mr. Roethke stated that the next regular meeting will be on Thursday, January  
144             3rd, 2018 at 2:00 p.m., at the Long Lake Ranch Amenity Center located at  
145             19037 Long Lake Ranch Blvd., Lutz, FL 33558.  
146             Mr. Roethke informed the Board that Mr. Bryan Radcliff will be transitioning in  
147             as the District Manager for Long Lake Ranch over the next few months. The  
148             board discussed meeting times moving forward. There will be no changes made  
149             to the meeting schedule as currently approved.  
150

151 **TWELFTH ORDER OF BUSINESS**                      **Audience Comments**

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- 153        A resident asked a question about top choice treatments  
154        A resident asked a question about park benches around the lake  
155        A resident asked a question about the purpose of having a golf cart.  
156

157 **FIFTEENTH ORDER OF BUSINESS**                      **Supervisor Requests**

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- 159        Ms. Valenti asked about a conference phone  
160        Mr. Koford asked about painting mailbox pavilions  
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164 **SIXTEENTH ORDER OF BUSINESS**                      **Adjournment**



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On a motion by Mr. Pellan, seconded by Ms. Valenti, with all in favor, the Board of Supervisors adjourned the meeting at 7:45 p.m. for Long Lake Ranch Community Development District.

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\_\_\_\_\_  
Secretary/Assistant Secretary

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Chairman/Vice-Chairman

DRAFT

## **Tab 2**

# Long Lake Ranch Community Development District

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

## Operations and Maintenance Expenditures November 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2018 through November 30, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$66,034.45**

Approval of Expenditures:

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2018 Through November 30, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bright House Networks	002252	065052101110918	Account# 0050650521-01 Clubhouse Internet 11/18	266.35
Bright House Networks	002239	073753101102818	Account# 0050737531-01 Pool Internet/Phone/TV 11/18	319.96
County Sanitation	002243	10405133	Monthly Waste Services 11/18	106.67
Duke Energy	002230	03431 87057 10/18	0000 Sunlake Blvd Lite 10/18	465.37
Duke Energy	002258	03431 87057 11/18	0000 Sunlake Blvd Lite 11/18	465.37
Duke Energy	002253	71571 28505 10/18	0000 Sunlake Blvd-Lighting 10/18	7,459.49
Duke Energy	002245	Summary Bill 10/18	Summary Bill 10/18	10,306.62
Florida Dept of Economic Opportunity	002244	72813	Special District Fee FY 18/19	175.00
Florida Natives Nursery, Inc.	002254	15658	Quarterly Mitigation Maintenance 10/18	450.00
Gaydos Hydro Services, LLC	002231	2018-524	Aquatic Maintenance Phase 1 & 2 Task 1-3 10/18	2,460.00
Gaydos Hydro Services, LLC	002231	2018-525	Monthly Midge Fly Control 10/18	1,750.00
Heidt Design, LLC	002232	30454	Engineering Services- Public Facilities Report 09/18	450.00
Heidt Design, LLC	002232	30509	Engineering Services 09/18	1,913.75
Heidt Design, LLC	002259	30982	Engineering Services 10/18	247.58
Hopping Green & Sams	002246	103564	General Counsel 09/18	4,170.50
James Koford	002247	JK110118	Board of Supervisors Meeting 11/01/18	200.00
Lee Electric, Inc.	002255	18576	Replace (2) GFCI Receptacles at Clubhouse 10/18	198.00
Lee Electric, Inc.	002248	18576A	Install Light Fixture at Pepper Grass Entrance 11/18	119.00
Long Lake Ranch CDD	CD043	CD043	Debit Card Replenishment	594.27
Nvirotech Pest Control Services, Inc.	002260	163511	Pest Control Account #10520 11/18	135.00
Nvirotech Pest Control Services, Inc.	002240	287968	Pest Control Account #8876 10/18	70.00
Pasco County Utilities Services Branch	002233	11115268	18981 Long Lake Ranch Blvd 10/18	54.30
Pasco County Utilities Services Branch	002256	11168788	0 Community Center 10/18	68.58
Pasco County Utilities Services Branch	002256	11168789	18981 Long Lake Ranch Blvd 10/18	115.21
Pasco County Utilities Services Branch	002249	33-26-18-0030 11/18	Solid Waste Assessment 11/18	62.40

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2018 Through November 30, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	002235	INV0000036061	District Management Services 11/18	4,391.67
Rizzetta Amenity Services, Inc.	002250	INV00000000005520	Management Contract 11/18	3,953.50
Rizzetta Amenity Services, Inc.	002257	INV00000000005576	Out of Pocket Expenses 10/18	107.63
Rizzetta Amenity Services, Inc.	002261	INV00000000005607	Management Contract 11/18	3,445.29
Rizzetta Technology Services	002234	INV0000003878	Website Hosting Services 11/18	100.00
Securiteam, Inc.	002242	11285	Remote Video Monitoring 12/18-02/19 Cabana	1,275.00
Securiteam, Inc.	002242	11286	Remote Video Monitoring 12/18-02/19 Clubhouse	1,563.00
Securiteam, Inc.	002236	4785092818	Service Call - Repair High Speed Dome Camera 09/18	921.75
Suncoast Pool Service	002262	4873	Pool/Spa & Chemical Service 11/18	1,700.00
Tampa Poop 911 LLC	002241	2360469	Pet Waste Station Monthly 10/18	395.85
The Daily Group, Inc	002263	111218	Pressure Washing/Painting Project 11/18	4,650.00
Times Publishing Company	002237	696412 10/19/18	Account #108665 Legal Advertising 10/18	265.96
US Bank	002251	5160196	Trustee Fees Series 2015 10/01/18 - 09/30/19	3,717.38
Yellowstone Landscape	002238	INV-0000234661	Install Fall Annuals 10/18	5,675.25
Yellowstone Landscape	002238	INV-0000234680	Install Sod- Roseate Cul De Sac 10/18	<u>1,248.75</u>
<b>Report Total</b>				<b><u>\$ 66,034.45</u></b>